

12.720 EVIDENCE: SUBMITTING FOR PHYSICAL ANALYSIS**Reference:**

Procedure Manual 12.130 - Vice Control and
Enforcement
Responsibilities
Standards Manual - 61.2.5, 84.1.2, 84.1.3, 84.1.5,
84.1.6

Procedure:**A. Alcoholic Evidence:**

1. Alcoholic beverages used as evidence in court require analysis.
 - a. Process evidence still in original containers with unbroken seals as follows:
 - 1) The investigating officer will enter the evidence in the unit's property book and secure it in the unit property room. Attach the following items to the evidence:
 - a) A copy of the related Arrest and Investigation Report (Form 527) or Notice to Appear (Form 314).
 - b) A Property Receipt (Form 330).
 - 1) List on the Form 330 the name of each arrested person. If the property also involves a liquor establishment, include the liquor establishment's name (DBA) on the Form 330.
 - c) A Property Held for Court Tag (Form 327) marked "Held for Court."
 - d) An Analytical Report for Liquor Violations (Form 484) for submission to the city chemist.

- 2) Deliver the evidence to the Court Property Unit between 0730-0830 hours, Monday through Friday.
- b. Process evidence no longer in its original container as follows:
 - 1) Remove ice from the beverage to prevent dilution of the evidence. Place the evidence in an evidence bottle and seal it.
 - a) The investigating officer will mark the seal with identifying information in the presence of the arrested, if possible.
- c. If possible, seal evidence still in its original opened container. Mark the seal as in Section A.1.b.1)a).
- d. Complete Forms 330, 327, and 484. Attach these items and a copy of the Form 527 or Form 314 to the evidence. Enter the evidence in the unit property book. Deliver the property to the Court Property Unit.
 - 1) List on the Form 330 the names of all arrested persons and the name of the liquor establishment, when applicable.
- e. The Prosecutor's Office will notify the Court Property Unit when a defendant's case receives a court date. Court Property Unit personnel will then send any necessary liquor samples to the lab for analysis.
- f. Upon completion of liquor cases in court, the arresting officer will inform the Court Property Unit of the case disposition.
2. Process evidence gathered for presentation to the Ohio Liquor Commission according to Section A.1. Write "Hold for Columbus" in red on the Form 330.

- a. Evidence in original containers with unbroken seals presented to the Ohio Liquor Commission only does not require analysis.

B. Drug Evidence:

- 1. The investigating officer will properly tag evidence believed to be an illegal or illegally possessed drug. A supervisor will verify the contents and weights of drug evidence envelopes.

- a. Weigh the above drugs/chemical substances, place them in an envelope, and seal it with evidence tape. Weigh the total package again without any forms attached. Mark on the front of the evidence envelope and the Vice Activity Report (Form 526) the weight/count of the drugs and the total packaged weight of the sealed envelope.

- 1) Package drugs seized separately from drug paraphernalia. Do not weigh drug paraphernalia.

- b. The weighing officer and verifying supervisor will mark their names and badge numbers on the evidence envelope.

- 1) Recall Court Property Unit personnel to weigh evidence too large to weigh at the recovering unit. Contact Court Property Unit personnel if the value of the evidence exceeds \$1,000.

- c. When processing pills, tablets, capsules, caplets, etc., count the individual units, place them in an evidence envelope, and seal it with tape. Weigh the total package without any forms attached. Mark on the front of the evidence envelope and the Form 526 the count of the drugs and the total packaged weight of the sealed envelope.

- d. Attach a copy of the Form 527, Form 314, and Evidence Submission Sheet to the evidence.

- e. All Forms 330 will accompany the property to the Court Property Unit.
 - f. Make a control copy of the Form 526. Attach the original Form 526 to the seized drugs or drug paraphernalia.
 - g. To maintain continuity of evidence, process articles held through the unit property book before taking them to the Court Property Unit. Mark in the unit property book the weight/count of the drugs/pills and the total weight of the sealed package.
 - 1) Secure drug evidence separately from other evidence in the unit property room.
 - h. All personnel handling property will sign their name and date the evidence bag in the designated spaces to ensure continuity.
2. The Court Property Unit will:
- a. Assume custody of all properly tagged evidence delivered to their office.
 - b. Sign and return the white copy of the Form 330 to the delivering officer for his unit files.
 - c. After verifying the packaged weight, sign and return the Form 526 to the delivering officer for appropriate copies and filing.
 - d. Log the evidence into the Court Property Unit.
 - e. Cause analysis of the evidence for court.
 - 1) Once the Court Property Unit receives the property, direct all questions about its status to that unit. Have the property number and location number ready when making inquiries.
3. The arresting officer will advise the Court Property Unit of the disposition of completed court cases.

C. Other Evidence Requiring Physical Analysis:

1. Criminalistics Squad must review any evidence other than drugs, alcohol, or evidence from a traffic accident before submitting it to an outside agency for analysis. Do not submit evidence directly to the Hamilton County Coroner's Lab or another agency. Properly tag and process items through the unit property book.
 - a. Personal Crimes Unit does not need Criminalistics Squad to review its evidence before submitting it for analysis.
 - b. When recovering evidence in need of analysis and Criminalistics Squad is closed, process it through the recovering unit's property facility. The officer assigned the case for follow-up investigation will ensure Criminalistics Squad reviews the evidence before sending it for analysis.
 - c. The original Evidence Submission Sheet will accompany articles to the laboratory. The laboratory will not accept photocopies of this form. Attach a copy of the offense report to the original Evidence Submission Sheet.
 - 1) Distribute copies of the Evidence Submission Sheet as follows:
 - a) Original to the analyzing agency
 - b) Copy to investigator's file
 - c) Copy to Criminalistics Squad along with a copy of the offense report
2. Court Property Unit personnel will:
 - a. Pick up property and lab reports.
 - 1) Staple the Official Crime Laboratory Report submitted by the Hamilton County Coroner's Laboratory to the evidence. It will remain with the evidence until the evidence receives a final disposition.

- b. Mail a copy of the Official Crime Laboratory Report to the investigating officer.
- c. Respond to the laboratories daily, Monday through Friday, except holidays.

D. Analyzing Agencies:

- 1. The Court Property Unit will deliver evidence submitted to the Bureau of Criminal Identification and Investigation (BCI), London, Ohio.
 - a. Evidence Submission Sheets are available at the Court Property Unit.
- 2. The Criminalistics Squad must review all requests made to the Federal Bureau of Investigation Laboratory, Washington, DC and the United States Postal Inspector's Office for evidence analysis.

E. Processing Evidence for Cincinnati Private Police Officers:

- 1. Cincinnati private police officers (currently commissioned by the City of Cincinnati, authorized by the Police Chief and the Safety Director) will issue minor misdemeanor drug abuse citations.
 - a. Seized drug evidence will be submitted to the district where the offense occurs.
- 2. The desk officer will notify a supervisor when a private police officer submits evidence to the district.
 - a. Submit completed Forms 314, 330, 526, and the Evidence Submission Form with the evidence.
- 3. The district supervisor will:
 - a. Check all forms for completeness.
 - b. Ensure the property envelope is properly completed.
 - c. Weigh and seal evidence in compliance with Section B.

4. Any follow-up, including completion of the Status of Evidence and Property (Form 676), will be the responsibility of the district of submission.
5. Court Property Unit personnel will:
 - a. Accept and process evidence in the same manner used for Cincinnati police officers.
 - b. Have the private police officer complete a Property Checkout Card (Form 331) when retrieving evidence from the Court Property Unit.
6. When the private police officer is unable to return property to the Court Property Unit on the day it is checked out, the property will be returned to District One.
 - a. The District One supervisor will receive evidence, confirm its weight, and ensure the property is properly logged into the property book.

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